

UNITED STATES BANKRUPTCY COURT Western District of Michigan

PROCEDURE FOR SUBMITTING CREDITORS ON FLOPPY DISK

The matrix must be submitted as either a WordPerfect file or as an ASCII text file. Most word processing programs have the capability to convert files to ASCII text. Although the font type is irrelevant when submitting files on disk, it is a good idea to follow the same format used while preparing hard copy matrixes. Either 5 1/4 or 3 1/2 disks may be used. These disks may be single, double or high density. The disk submitted should contain only the matrix file in the proper format and labeled with the name(s) of the debtor(s).

The same format should be followed for submitting creditors as with hard copy submissions.

1. Lists should be typed in a single column rather than in three columns.
2. Each name/address must consist of no more than 5 (five) total lines, with at least one blank line between each of the name/address blocks.
3. The blank line between creditors should consist of a carriage return only and should not contain any spaces.
4. Each line must be 40 characters or less in length.
5. **DO NOT** include the following people. They will be retrieved automatically by the computer for noticing:
 - * Debtor
 - * Joint Debtor
 - * Attorney for the Debtor(s)
6. The zip code must be on the same line as the city and state.
7. Margins should be set at 1 (one) inch from the edge of the paper and tabs should not be used.